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State Superintendent of Public Instruction

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DEPARTMENT
OF
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Date: November 18, 2002

To: Language Census Coordinators

From: Karl Scheff, Administrator
Educational Demographics Office



Subject: Submission of Language Census Data, Spring 2003

The Language Census Data Collection Day will be as of March 1, 2003. ~~On the first working day after March 1st~~ Since March 1st falls on a Saturday, you may choose to collect data based on the previous working day (February 28th). Each county office of education and school district is responsible for collecting Language Census data and submitting the data by April 3, 2003 to the California Department of Education (CDE). The 2003 Language Census materials will be distributed to school districts and county offices in early February.

Language Census Contact and Submission Survey

The *Language Census Contact Submission Survey* is enclosed with this memorandum. This survey is used to update your Language Census contact information and your preferred method of completing the Language Census. The *Language Census Contact Submission Survey* is to be completed and submitted to CDE by Tuesday, December 3, 2002. You may submit the information required on this survey by one of the following methods:

- (1) Update the survey over the Internet at http://data1.cde.ca.gov/dataquest/lc_login.asp
The password to complete the survey online is located in the first line inside the box at the top left corner of the enclosed survey... *or*
- (2) Complete the enclosed survey and mail the information to the address indicated on the form... *or*
- (3) Complete the enclosed survey and FAX the information to the FAX # indicated on the form.

You will need your district's password for future reference, so please keep a copy of your survey.

Juvenile Halls and Department of Youth Authority Schools to Report

The CDE will now be including, for the first time, Juvenile Hall/Court Schools and Department of Youth Authority institutions in the annual collection of enrollment data on students who are identified as English learners via the Language Census (R30-LC).

Reporting Teachers

Analysis of the teacher data collected during the last Language Census (March 2002) suggests that districts are reporting all teachers with any type of credential/certificate that may be used to provide services to English learners. **Report only the teachers providing services to English learners on the Language Census.** Do not report teachers who are certified for English learner services but not currently assigned to provide instructional services to English learners.

Reporting a District with No ELs and No FEPs

If you are a Local Education Agency (LEA) that does not have any ELs or FEPs in the district, you may report this information via the Internet at http://data1.cde.ca.gov/dataquest/lc_login.asp instead of using the LCDEA software or the paper Language Census forms. This option will be available on our web site starting the week of February 24th and must be utilized on or before April 3, 2003. The password required to use this site is located on the first line inside the box at the top left corner of the enclosed survey.

Forms, Instructions, and Software for 2003

The forms and instructions for 2003 will be very similar to the 2002 Language Census. The only significant change for 2003 is that the parental waivers information is no longer optional. The format of the form and the instructions have been changed slightly to clarify data collection requirements. This year the Language Census Data Entry Assistant (LCDEA) software will be distributed on a CD with the forms and instructions in the February mailing. The software will no longer be available on the Internet.

We strongly encourage all LEAs who have Internet access and Windows 95 (or later versions of Windows) to use the LCDEA software available on the CD. The software performs all edit checks that our office utilizes, which will greatly reduce our follow-up with you. Regardless of submission choice, all data are due to CDE on or before April 3, 2003.

Language Census and CSIS

Over 200 LEAs currently participate in the California School Information Services (CSIS) program. CSIS is designed to help schools and districts establish student level databases and electronically transfer, aggregate and report student data. These LEAs will make parallel submissions of the Language Census through the current process and through a spring submission of CSIS. If the data are comparable, these LEAs will discontinue future submissions of the Language Census and only submit data through CSIS.

Many of these LEAs are currently participating in a similar parallel submission process with the California Basic Educational Data System (CBEDS) and with the similar goal of eliminating their CBEDS submissions in the future. As we have done with CBEDS, we will have additional correspondence about the Language Census with CSIS LEAs during the winter and spring. It will also be very important for the LEA Language Census contacts to work closely with the CSIS LEA contact and CSIS consortia.

If you would like more information about CSIS, you may visit the CSIS web site at <http://www.csis.k12.ca.us/> or call the Education Data Office at (916) 327-6738 and ask to speak to a CSIS consultant.

Language Census Data for 2002

The 2002 Language Census data have been certified and the files are available on our web site at <http://www.cde.ca.gov/demographics/>. Interactive reports are also available through DataQuest at <http://data1.cde.ca.gov/dataquest/>. Once in DataQuest, select the subject titled "English Learners". DataQuest enables you to create reports for individual schools, districts, counties, or for the State.

If you have any questions about this memorandum, please contact our office at (916) 327-0219.

Enclosure